Government of Saskatchewan

Annual Report 1987-1988

Saskatchewan Urban Affairs

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Table of Contents

Letters of Transmittal 4
Organization Chart 5
Deputy Minister's Message 6
Department Goals 7
Administrative Services 8
Community Planning Services 11
Municipal Advisory Services 13
Municipal Finance 15
Northern Municipal Services 19
Board of Examiners 24
Provincial Planning Appeals Board 25
Saskatchewan Assessment Appeal Board 26

Letters of Transmittal

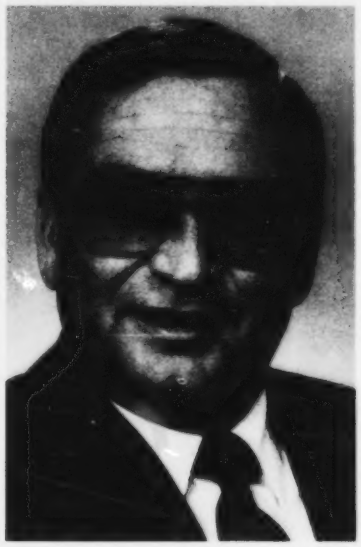
The Honourable Sylvia Fedoruk, O.C., S.O.M.
Lieutenant Governor
Province of Saskatchewan

Madam:

I have the honor of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1988.

Respectfully submitted,

Jack Klein
Minister of Urban Affairs



Hon. Jack Klein

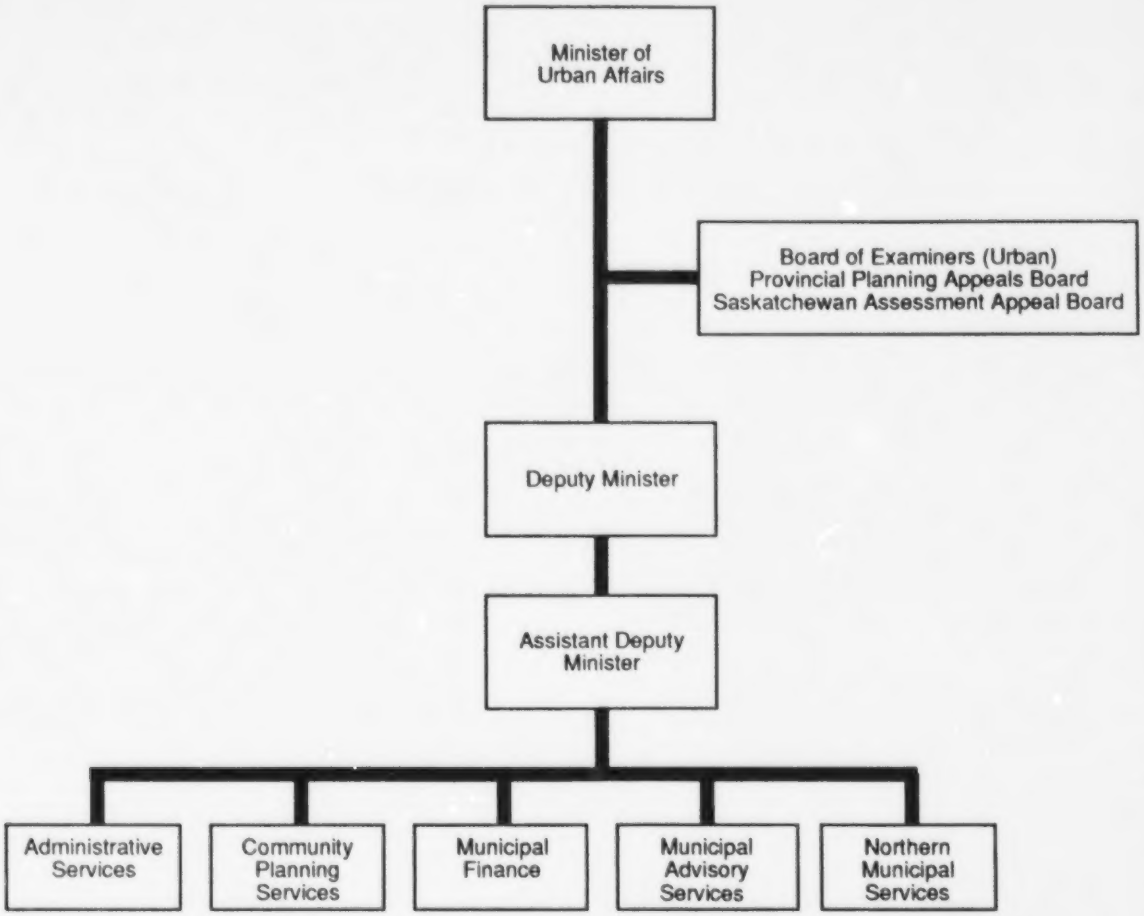
The Honourable Jack Klein
Minister of Urban Affairs
Regina, Saskatchewan

Sir:

I have the honor of submitting the annual report of the Department of Urban Affairs for the year ending March 31, 1988.

Respectfully submitted,

D.M. Innes
Deputy Minister of Urban Affairs


Minister of Urban Affairs
Board of Examiners (Urban)
Provincial Planning Appeals Board
Saskatchewan Assessment Appeal Board
Deputy Minister
Assistant Deputy Minister
Administrative Services
Community Planning Services
Municipal Finance
Municipal Advisory Services
Northern Municipal Services

Deputy Minister's Message

During the year the department has undertaken a number of initiatives and continued some long standing programs to fulfil our role in supporting a viable system of urban government in Saskatchewan.

Highlights of the year's activities include:

- Preparation of amendments to **The Urban Municipality Act, 1984,** to enable urban municipalities to deal with issues such as store hours and the control of dangerous dogs.
- New legislation to establish the Saskatchewan Municipal Board, consolidating the functions of the Local Government Board, the Provincial Planning Appeals Board and the Saskatchewan Assessment Appeal Board into one agency.
- Provision of $66.4 million in revenue sharing grants to urban municipalities.
- Provision of $5.2 million in revenue sharing and $1.2 million in capital grants for northern municipalities.
- Provision of $3.4 million in transit grants for urban municipalities.
- Provision of $1.9 million for urban parks in Regina, Saskatoon, Moose Jaw and Swift Current.
- Commitment to provide $25 million to Phase I of the City of Regina's Rail Relocation project.
- Development of a new standard financial statement which, when combined with a new computer system in the next fiscal year, will provide enhanced accuracy and accessibility to urban financial data.
- Development of a new program to provide community planning grants to municipalities in the next fiscal year.
- Delegation of authority to approve subdivision plans to the Cities of Lloydminster, North Battleford, Moose Jaw, Weyburn and Estevan.

All department staff are to be commended for their efforts to help us achieve our goals and objectives this year. We also thank the various municipal interest groups, particularly the Saskatchewan Urban Municipalities Association (SUMA) for their feedback and input on program development. In this way we are able to tailor our programs to meet the specific needs of the municipal sector.

Department Goals

Mission Statement

To support and maintain a viable system of urban government within the Province, by providing administrative, financial and technical assistance to urban and northern municipalities, assisting them in meeting the needs of their residents for services and facilities.

Goals:

- To maintain a legislative framework that meets the changing needs of urban and northern governments and provincial interests.
- To establish and maintain a framework of financial programs that assists urban and northern municipalities with the cost of providing services and facilities to their residents and reflects the changing fiscal circumstances of local governments and the province.
- To support and enhance the administrative and decision-making capabilities of urban and northern municipalities in the conduct of their affairs.
- To inform, advise and consult with urban and northern municipalities and the public on legislation, regulation, procedures and policy alternatives.
- To ensure and facilitate municipal compliance with legislative requirements, keeping in mind the interests of the wider public, by reviewing and regulating certain decisions of urban and northern councils.
- To provide a planning service including subdivision approval, directly to the public on behalf of those urban and northern municipalities that do not currently possess the resources to provide the service.
- To develop policies and strategies to assist the department in implementing the government's objectives relating to urban and northern municipalities.
- To provide a climate within the department conducive to professional productivity, growth and creativity.

To provide service and support in the direction, co-ordination and control of the centrally administered functions of financial and asset management, human resource planning and development, and information processing for the department.

The branch also provides administrative services for the Saskatchewan Assessment Appeal Board, the Provincial Planning Appeals Board and the Board of Examiners (Urban).

Goal: To provide effective financial management service and support in the areas of accounting, budgeting and expenditure/revenue control in accordance with government, department and central agencies guidelines and directives.

During 1987-88 the branch processed payments for the department totalling $94.2 million and received revenues of $1.6 million.

Goal: To provide effective asset management, service and support of the procurement and maintenance of office supplies, equipment and space, and the department's vehicle fleet.

In 1987-88 the branch was responsible for the management of office supplies, equipment and space for five office locations: Regina, Saskatoon, Prince Albert, La Ronge and Buffalo Narrows.

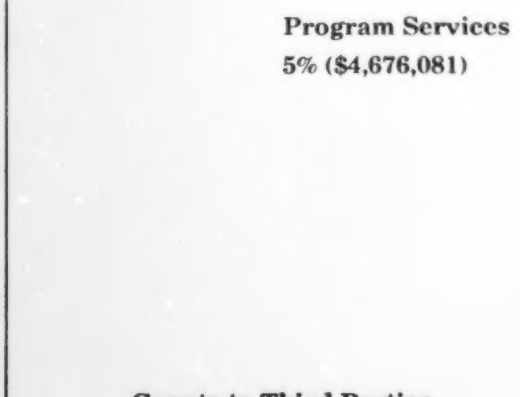
The branch was also responsible for the management of 17 CVA vehicles in the department for a total mileage of 320,977 km.

Goal: To provide effective human resource management, service and support in the areas of personnel/payroll policies and procedures administration, interpretation and implementation of the collective agreement and public service regulations, and staffing, classification, performance evaluation and management/employee relations.

During the year there were 77 permanent and 3.8 non-permanent positions in the department for a total of 80.8 person years.

Saskatchewan Urban Affairs

Percentage Allocation of Department Expenditures 1987-88 ($94,217,748)



Percentage Allocation of Revenues 1987-88 ($1,660,197)

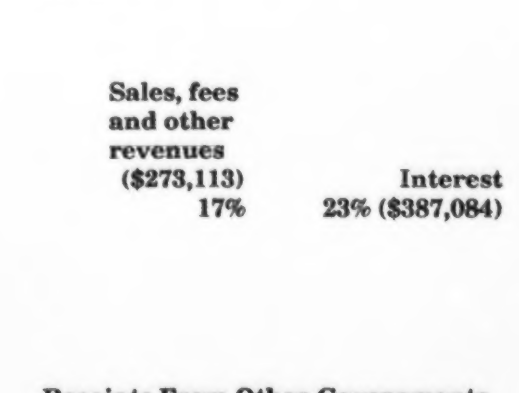


Table No. 1

Branch	Permanent	Non-Permanent	Total
Executive Administration	6.5	1.0	7.5
Administrative Services	7.0	1.2	8.2
Municipal Finance	11.0	.5	11.5
Community Planning Services	31.0	-	31.0
Provincial Planning Appeals Board	.5	-	.5
Saskatchewan Assessment Appeal Board	1.0	.5	1.5
Municipal Advisory Services	6.0	-	6.0
Northern Municipal Services	14.0	.6	14.6
Total	77.0	3.8	80.8

Information Services

Goal: To manage the requirements for the department's external communications needs in accordance with department and government guidelines and policies.

During the year the Information Services Unit produced the following publications for distribution to municipal officials and, on request, to members of the public:

- "Municipal Scene" - a periodic newsletter on the programs and policies of the department.
- 1988 Municipal Directory - a directory listing of the more than 800 urban, rural and northern municipalities and their elected officials.
- 1988 Municipal Calendar.

This unit also arranges for the printing of material for other branches and prepares news releases on new programs and policy directions.

Table No. 2

1987-88 Expenditures

Program Services		$4,676,081
Grants to Third Parties		89,541,667
		$94,217,748

Program Services:

Administration		$1,293,723
Municipal Finance		539,012
Community Planning Services		1,252,160
Provincial Planning Appeals Board		52,485
Saskatchewan Assessment Appeal Board		160,622
Northern Municipal Services		602,008
Municipal Advisory Services		228,161
Saskatchewan Property Management Corporation		519,583
Members of the Executive Council		28,327
		$4,676,081

Grants to Third Parties:

Urban Revenue Sharing		
General	$66,112,824	
Fire	293,321	
Recreation	190	$66,406,335
Meewasin Valley Authority		830,632
Wakamow Valley Authority		98,301
Wascana Valley Authority		877,042
Swift Current Chinook Parkway		103,215
Local Studies and Research		14,000
Transit Grants		
Municipal	$1,948,518	
Disabled	1,560,511	3,509,029
Northern Revenue Sharing		5,252,229
Saskatchewan Assessment Management Agency		6,968,300
Saskatchewan Assessment Management Agency		413,634
Provincial Capital Fund		5,068,950
		$89,541,667

Community Planning Services

Mission Statement

To provide an effective framework for land use management at the provincial and local level and to enhance the planning capability of urban and northern governments for the benefit of their residents by providing community planning services, advice and assistance to those governments and the public.

Legislation

Goal: To maintain a legislative framework for effective land use management.

Goal: To efficiently administer legislation and regulations.

The Community Planning Services Branch is responsible for **The Planning and Development Act, 1983, The Municipal Expropriation Act**, and sections of **The Urban Municipality Act, 1984,** and **The Northern Municipalities Act** related to annexations, incorporations and status changes.

The branch administered The Subdivision Regulations providing an approval and advisory service to the general public, developers and local municipal governments in the development of land.

The branch also administers The Dedicated Lands Regulations under **The Planning and Development Act, 1983.** Title to public reserve lands are in the name of the Crown. Reserves are then leased to local authorities for school, recreational, parks and other public uses. At the request of local governments, the minister may exchange, sell or alter the boundaries of reserves. The legislation governing dedicated lands provides that municipalities with an approved Development Plan may request ownership of such lands. During the year under review the City of Saskatoon received the authority to own all new dedicated lands.

The administration of legislation and regulation involved the branch in the review and approval of Development Plans, Basic Planning Statements, Zoning Bylaws; applications for annexations, incorporations and status changes; and expropriation proposals in urban municipalities.

The branch issued decisions on all subdivisions in urban municipalities, in the two Qu'Appelle Valley planning districts and in Northern Saskatchewan. During the year under review the Cities of Lloydminster, North Battleford, Moose Jaw, Weyburn and Estevan were delegated subdivision approval authority, joining the Cities of Regina, Saskatoon, Prince Albert and Swift Current.

In 1987-88 the branch also completed a comprehensive review of **The Planning and Development Act, 1983.** Consequently, some major amendments to this legislation are now being prepared. The main thrust of these amendments is to increase urban municipal autonomy in planning and development matters.

Planning Advisory Services

Goal: To provide planning service assistance and advice to local governments and to the public.

In meeting this goal, the branch staff provided professional and technical planning assistance to municipalities, developers and the public on land use matters and the development of appropriate planning tools. Assistance was provided from offices located in Prince Albert, Regina and Saskatoon.

Regular visits were made by all staff to communities of various sizes. Staff members were available during these visits for general advisory consultations. They also met frequently with councils and urban administrators on specific planning programs or issues.

In the past fiscal year, branch staff made 333 visits to urban centres to discuss general planning issues. In addition, the branch conducted 34 meetings and training sessions with the officials and municipal councils of eight cities that did not have subdivision approving authority, to prepare them to accept such authority from the province.

As a result, the Cities of Lloydminster, North Battleford, Moose Jaw, Weyburn and Estevan have accepted this authority and now decide on all land subdivision applications within their municipal boundaries.

The chart on the following page shows the branch achievements in the planning advisory role during the 1987-88 fiscal year.

Table No. 3

Project		Approvals	Refusals
Development Plan:	Bylaw	2	
	Amendments	Nil	
Basic Planning Statements:	Bylaws	25	
	Amendments	Nil	
Zoning:	Bylaws	2	
	Amendments	172	
Subdivisions:	Applications	479	5
	Reapprovals	3	
	Referrals	94	
Municipal Boundary Alterations:	Cities	1	
	Towns	14	
	Villages	11	
Municipal Incorporations		4	
	Status Changes	1	
	Name Change	1	
	Expropriations	Nil	
Public Reserves:	Easements	54	
	Land Exchange	Nil	
	Leases	13	
	New Reserves	102	
	Others	25	

The branch reviewed and commented on subdivision applications and other matters of intermunicipal interest referred by the Community Planning and Development Services Branch in Saskatchewan Rural Development. During the year branch staff reviewed 94 referrals. The two Corporate Planning Districts in the Qu'Appelle Valley continued to receive planning advice from branch staff.

In addition to serving as a review agency, the Prince Albert office provided detailed planning and development advice to northern municipalities. Since most of the land in and around northern communities is Crown-owned, the Prince Albert office has taken a lead role in assisting northern municipalities in creating and developing new subdivisions.

The branch continued to identify suitable Crown lands, within the boundaries of northern municipalities, for transfer to the municipalities for future developments.

The Northern Municipal Boundary Survey Program was also completed during the year.

The branch is also investigating a long term policy for rural residential land use in Northern Saskatchewan. Suitable sites near two northern communities are now being reviewed.

Planning Policy and Special Projects

Goal: To remain current in the latest planning policy developments and to facilitate the implementation of new planning initiatives of the department/branch.

The branch, on the request of Saskatchewan Parks, Recreation and Culture, prepared special legislation to facilitate land use planning implementation in the Northern Saskatchewan Administration District.

On the request of Transport Canada, the branch co-ordinated the provincial inputs and participation on the Federal/Provincial Working Committee on Land Use Policy in the Vicinity of Non-Federal Airports. Provincial review of the Federal Land Use Policy Implementation Manual was also co-ordinated by the branch.

A survey of municipal officials was conducted, to identify their planning administration training needs. Based on the results, the branch is now preparing a comprehensive ongoing training and education program for municipal officials to enhance their planning administration capabilities. As part of this program, the branch conducted ten training workshops during the year throughout the province.

The branch also prepared the provincial regulations to administer the new Urban Planning Grant Program in the next fiscal year.

Municipal Advisory Services

Mission Statement

To support and assist local governments in meeting their administrative and governing responsibilities within the context of provincial legislation.

Advisory Services

Goal: To assist and support urban municipal governments in meeting their legal, administrative and fiscal obligations by providing advisory services to appointed and elected municipal officials.

Administrative problems and procedures relating to municipal law, accounting and general administration were resolved on a daily basis by staff who handled approximately 4,200 telephone inquiries and 670 written inquiries largely from urban municipal clerk/administrators. Staff attended 40 meetings, mainly with councils, and visited 97 urban municipal offices during the past year.

In addition, to foster and encourage effective municipal administration, a series of workshops was held for appointed and elected municipal officials. During the past year, 32 workshops were held on budgeting, assessment, taxation, bylaws, resolutions, communications and council meeting procedures.

Staff monitor the operations of urban municipal governments to ensure they are consistent with provincial legislative and regulatory initiatives; and to protect the public/provincial interest in urban governments.

During the course of regular visits to municipal offices, advisory staff inspected and evaluated the performance of urban municipal administrators for certification by the Board of Examiners. In 1987-88 11 certificate inspections were conducted on behalf of the Board of Examiners.

Advisory Staff also assisted in conducting public meetings and votes of electors required by statute for the incorporation of hamlets into villages and resort villages.

Legislation and Policy Research

Goal: To identify and maintain an appropriate legislative, regulatory and policy framework for effective and efficient urban municipal government.

The Municipal Advisory Services Branch is responsible for the following acts which provide enabling powers for more than 500 urban municipalities:

- **The Urban Municipality Act, 1984,** and its regulations.
- **The Local Government Election Act** and its regulations.
- **The Controverted Municipal Elections Act**
- **The Tax Enforcement Act**
- **The Local Improvements Act**
- **The Municipal Expropriation Act**
- **The Time Act**
- **The Lloydminster Municipal Amalgamation Act**

Branch staff consult with numerous departments on other legislation that directly affects urban municipalities. Consultation also takes place with local government organizations including the Saskatchewan Urban Municipalities Association and the Urban Municipal Administrators' Association of Saskatchewan on a regular basis regarding existing legislation and the need for amendments to municipal statutes.

During the fiscal year major amendments were made to **The Urban Municipality Act, 1984,** the key act setting forth municipal powers and duties. Amendments were also prepared for **The Local Government Election Act, The Controverted Municipal Election Act** and **The Time Act.** In conjunction with Saskatchewan Rural Development, branch staff participated in the preparation of amendments to **The Tax Enforcement Act.**

Regulations were enacted under **The Urban Municipality Act, 1984,** and under **The Local Government Election Act.** The branch is also responsible for the Board of Examiners' regulations pursuant to **The Department of Urban Affairs Act.** Provisions pursuant to these regulations were reviewed during the year.

This branch exercises a lead role in the preparation of reports, option papers, briefing material and correspondence on topical urban issues such as store hours, dangerous dogs, local elections, tax exemptions and licensing. This activity often culminates in new and revised legislation and regulations in these policy areas.

Branch responsibilities include advising senior management and the minister on the authority and responsibilities of urban municipalities. The branch assesses and develops proposals to increase the effectiveness of local government.

Staff was also involved in various inter-departmental legislative initiatives respecting building standards, emergency measures, all-terrain vehicles and store hours.

Education and Training

Goal: To promote efficient and effective urban municipal administration by providing education and training services for urban municipal officials.

A key initiative was the preparation of a draft Council Procedures Manual. This handbook will assist urban municipal clerks, administrators and council members by providing information on duties and responsibilities of both appointed and elected municipal officials.

The branch co-operated with Saskatchewan Archives Board in developing the criteria which will form the basis for a "Guide to Record Retention and Disposal."

A survey of administrators and council members was conducted that identified those manuals and guides required by local government officials. Preliminary work was also completed on a Returning Officers Manual, Deputy Returning Officers Manual, Resort Village Election Manual and Election Calendars for use in the 1988 general local government elections to be held in all urban and northern municipalities and school divisions.

The branch provided information bulletins for urban administrators and council members on legislation and on key municipal administration procedures.

Branch staff served as resource personnel at the regional meetings and annual conferences of the Saskatchewan Urban Municipalities Association and the Urban Municipal Administrators' Association of Saskatchewan. Staff also played an active role in annual meetings of the Saskatchewan Urban License Inspectors Association, the Provincial Association of Resort Communities of Saskatchewan and the City Clerks Association of Saskatchewan.

In addition branch staff assisted the University of Regina Extension Department by reviewing materials for the Local Government Administration Program.

Municipal Finance

Mission Statement

To encourage the financial health of urban municipalities by providing financial assistance in a framework that is responsive to changing needs and conditions and that assists municipalities in addressing the service and facility needs of their residents.

Program Administration and Policy Analysis

Goal: To provide policy analysis and effective and efficient administration of financial programs directed to urban municipalities.

During the year the branch was responsible for the following financial programs:

- Urban Revenue Sharing
- Provincial Capital Fund Program
- Urban Transit Programs
- Rail Relocation
- Urban Park Program and Studies
- Downtown Revitalization

The branch undertakes policy analysis relating to financial and other municipal issues as required, and provides the provincial government with results and recommendations in this respect.

Urban Revenue Sharing

Revenue Sharing is a program under which the provincial government transfers a part of its revenues to municipalities.

The branch is responsible for the planning, policy analysis, and administration of the Urban Revenue Sharing Program. This includes unconditional grants and conditional intermunicipal programs.

During 1987-88 a committee consisting of the executive of the Saskatchewan Urban Municipalities Association and staff of the department continued the practice of reviewing the Revenue Sharing Program.

The relative amounts of the components of Urban Revenue Sharing are:

Table No. 4

	1985-86	1986-87	1987-88
Unconditional	$64,346,867	$66,284,173	$66,112,824
Fire Protection	277,281	280,780	293,321
Recreation	516,831	521,611	190
Total	$65,140,979	$67,086,564	$66,406,335

Distribution Formula for Unconditional Revenue Sharing

The basis, per capita, and foundation grant components of Urban Revenue Sharing are unconditional and a municipality is free to use these funds according to its priorities. These grants account for approximately 99 per cent of the total revenue sharing pool.

For 1987-88 the overall level of operating assistance was maintained with a one per cent reduction from 1986-87. Steps were also taken to ensure that no community received a drop of more than 6 per cent in revenue sharing funding. This was necessary to moderate the impact on grants to communities of shifting from 1981 to 1986 population figures.

The basic grant is payable to all urban municipalities and is of considerable importance to very small communities. During the year under review a total of $1,629,800 was paid to municipalities in basic grants.

Population	Grant
0 - 149	$2,700
150 - 299	3,300
300 - 499	3,700
500 - 3,999	3,500
4,000 +	3,100

A uniform per capita amount of $51.34 per resident was also paid based on the 1986 federal census. During the year under review a total of $37,615,535 was paid to municipalities in per capita grants.

The foundation grant is intended to help equalize the ability of comparable communities to provide an average level of services. Approximately 95 per cent of urban municipalities receive a foundation grant. During the year under review a total of $25,995,564 was paid to municipalities in foundation grants.The balance of the unconditional revenue sharing payments was the value of the -6 per cent safety net.

Conditional Intermunicipal Programs

The Intermunicipal Fire Protection and Intermunicipal Recreation Programs are conditional grants under revenue sharing which provide per capita assistance for the provisions of fire protection and recreation services. They are intended to stimulate intermunicipal co-operation. Accordingly the branch administers these grants to urban and rural municipalities. Only the intermunicipal fire protection program is available to urban municipalities.

Intermunicipal Fire Protection Program

A municipality that enters into a written agreement with one or more urban or rural municipalities to provide fire protection services on a co-operative basis is eligible for funding under this program. As of March 31, 1988, 384 urban municipalities and 274 rural municipalities were part of the program.

Grants were calculated on the basis of $1 per capita based on the 1986 federal census up to a maximum of $10,000. Grants paid were as follows:

Table No. 5

	1985-86	1986-87	1987-88
Urban Municipalities	$277,281	$280,780	$293,321
Rural Municipalities	214,826	215,028	213,842
Total	$492,107	$495,808	$507,163

Intermunicipal Recreation Program

Rural municipalities entering into a written agreement with one or more urban or rural municipalities to share operating and maintenance costs of recreation facilities are eligible for funding. Recreational facilities are defined in the broad sense to include facilities for sports, arts, culture, and leisure-time activities.

The grant is the lesser of 50 per cent of actual expenditures made by a municipality with respect to an agreement, or a per capita amount, based on the 1986 federal census, of $1 per capita, plus a basic grant of $100. This is paid annually to each municipality in the program. Grants paid were:

Table No. 6

	1985-86	1986-87	1987-88
Urban Municipalities	$516,831	$521,611	$1,904
Rural Municipalities	189,767	190,834	186,267
Total	$706,598	$712,445	$186,457

As of March 31, 1988, 213 rural municipalities were participating in the program.

Urban Transit

The branch provided policy advice and administered two programs that provide financial assistance for urban transit -- the Municipal Transit Assistance Program and the Transit for the Disabled Program.

Municipal Transit Assistance Program

Under the Municipal Transit Assistance Program payments amounting to nearly $1.9 million were made to seven cities and two towns to assist with the operation of public transit. Operating assistance consists of per capita grants.

Transit for the Disabled

At the end of 1987-88 a total of 62 communities were participating in the Transit for the Disabled Program. A total of $1.5 million was paid out to these municipalities in grants during the 1987-88 year. This included more than $319,000 to cover the provincial contribution of 75 per cent of the cost of eight new wheelchair lift-equipped buses and vans to provide transit service for the disabled and elderly.

The branch worked jointly with Saskatchewan Government Insurance and the Kinsmen Foundation for development of new transit for the disabled vehicle standards. A prototype wheelchair restraint system was developed.

Rail Relocation

During the year the Canadian Transport Commission hearing on the City of Regina's Phase I application was completed and a decision made. The provincial government confirmed its financial participation in Phase I rail relocation to a maximum contribution of $25 million, as well as its concurrence with the CTC's decision. This was subject to the results of a vote of Regina residents to be held in the fall of 1988.

Urban Parks

The branch administered the Province's financial participation in the Meewasin Valley Authority in Saskatoon, the Wakamow Valley Authority in Moose Jaw, the Wascana Centre Authority in Regina and the Chinook Parkway in Swift Current.

These authorities receive annual funding in accordance with provincial legislation. In 1987-88 the Meewasin Valley Authority received a total of $830,631, the Wakamow Valley Authority a total of $98,301, the Wascana Centre Authority a total of $877,042 and the Chinook Parkway a total of $103,215.

Amendments to the three authorities' legislation were prepared. Consultations were undertaken respecting funding formulas.

Downtown Revitalization

During the fiscal year the Province provided $694,923 as a loan to assist the City of Prince Albert to service the debenture debt incurred for the assembly of land used for the construction of the Prince Albert Gateway North Plaza. Those funds are expected to be repaid over time to the Province as revenues to the City of Prince Albert increase from the project.

The branch also responded to requests for information from communities that expressed an interest in downtown revitalization.

Provincial Capital Fund Program

The Provincial Capital Fund Program was a two year, $34.6 million capital program established to assist urban municipalities with the acquisition or construction of capital works or purchase of equipment during the period January 1, 1985 to December 31, 1986.

During 1987-88 grants totalling $5,068,953 were distributed among the following categories of municipalities and types of projects to complete commitments made under this program.

Table No. 7

Class of Municipality	Total Number of Projects	Total Grant Payments
Cities	19	$3,428,162
Towns	83	1,202,169
Villages	140	360,289
RM's (Hamlets)	42	78,333
Total	284	$5,068,953

Table No. 8

Type of Project Expenditure

General Government	$64,129
Protective Service	42,710
Transportation	2,821,938
Environmental Health	40,282
Environmental Development	91,883
Recreation/Culture	280,305
Water and Sewer	919,198
Electric Utility	807,719
Other Utility	789
Total	$5,068,953

Business Tax

The branch participated in the Saskatchewan Urban Municipalities Association's committee on business tax.

Legislation

Goal: To maintain a framework of legislation and regulation related to a broad range of municipal financing programs.

The branch administered the following acts during 1987-88:

- **The Municipal Revenue Sharing Act** and its regulations.
- **The Provincial Capital Fund Program Act** and its regulations.
- **The Industrial Towns Act** and its regulations.
- **The Wascana Centre Authority Act**
- **The Meewasin Valley Authority Act**
- **The Wakamow Valley Authority Act**
- The Municipal Transit Assistance and Transit for the Disabled Program regulations.

The branch shared in responsibility for **The Urban Municipality Act, 1984,** with the Municipal Advisory Services Branch.

The branch prepared new legislation to establish the Saskatchewan Municipal Board, consolidating under a single new board the responsibilities and jurisdiction of the Local Government Board, the Provincial Planning Appeals Board, and the Saskatchewan Assessment Appeal Board.

Municipal Financial Reporting and Financial Information System

Goal: To have accurate and accessible municipal financial information which reflects both the current urban fiscal circumstances and recent changes.

Municipal Financial Reporting

The annual financial statements of all urban municipalities are reviewed to ensure legislative compliance and completeness. Ongoing communication is maintained with municipal auditors and administrators to ensure consistency and quality in financial information reported and to identify areas for improvement.

Financial Information System

All urban municipal financial information received is entered and stored in the departmental information system. This data base is used in program and policy development and in Revenue Sharing grant calculations.

New Municipal Financial Reporting and Information System

The branch has been developing a new standard annual municipal financial statement. An improved computer system for the financial data is being developed concurrently. This will provide enhanced accuracy of accessibility to municipal financial data.

In 1987-88 the branch continued consultations with urban administrators, SUMA and professional accountants. The computer system program development and hardware acquisition will be completed early in the next fiscal year. Finalization of the new reporting format, together with an accounting manual, is expected in time for municipalities to report their 1988 transactions.

Computer Support Services

This branch provides computer support services to the department. Consultative and technical support on mainframe, microcomputer and word processing systems is provided. The branch also provides a liaison with other public and private sector agencies to ensure the smooth delivery of computer services.

Northern Municipal Services

Municipal Advisory Services

Mission Statement

To support and maintain a viable system of northern municipal government in the province by regulating certain activities of northern local government councils and their employees to promote adherence to statutory requirements and by providing advisory and counselling assistance to northern local government elected and appointed officials and also to the public on northern municipal matters.

Goal: To assist northern municipalities to effectively perform their legislative and administrative responsibilities; to serve as administrator of nine northern settlements; to assist them in directing their current financial affairs and activities and in fostering their growth and development towards achieving autonomy as a northern hamlet if eligible.

During the year this section of the branch provided advice to northern local governments on a number of topics including municipal accounting, bylaw enactment, taxation and assessment, and other municipal topics. Major attention during the year under review was devoted to bringing all communities in line with annual budgeting and financial statement requirements.

Advisory services continued in its role of administering the nine northern settlements. The locally-elected advisory committees exhibited growing maturity with a number of the northern settlements making advances towards autonomous status as northern hamlets, and one northern settlement attaining northern hamlet status.

As a result of the year-end financial statements, those communities showing indications of deteriorating financial positions were provided extra ongoing advisory services to improve their financial situation.

In carrying out their duties, the advisory services staff made 360 community visits, travelled more than 75,000 km., primarily by air, and responded to 4,500 inquiries.

Municipal Financial Services

Mission Statement

To effectively and efficiently administer the operation of the Northern Revenue Sharing Trust Account and the branch's municipal operating and capital grants programs.

Goal: To provide a full range of municipal accounting services to northern municipalities and recreational subdivisions, and support municipal growth through conditional and unconditional grants.

Northern Revenue Sharing Trust Account

The Northern Revenue Sharing Trust Account functions along the lines of a large municipal office, with responsibility for municipal revenue and expenditure administration.

Through the Northern Revenue Sharing Trust Account, this section of the branch levies and collects municipal and school property taxes on all northern properties located outside the boundaries of the two towns and ten northern villages. The trust account also receives all proceeds from the sale and lease of Crown land in the northern district.

These constitute the trust account's major revenue sources.

Revenue collected on behalf of northern hamlets and school subdivisions are transferred to them for their administration. All revenues from northern settlements and municipal taxation from recreational subdivisions are administered by the trust account on behalf of these settlements and subdivisions. This includes application of these revenues to payment of their respective operating and capital requirements.

Unallocated revenues are retained in the account and are used to fund approximately two-thirds of the payments under the Northern Capital Grants Program.

Table No. 9

Northern Revenue Sharing Trust Account

Summary of Taxes Levied and Collected

	1985	1986	1987
Taxes Levied			
Municipal	$383,990	$365,250	$600,292
School	683.777	690.030	1.019.127
	$1.067.767	$1.055.280	$1.619.419
Taxes Collected			
Municipal	$371,040	$333,168	$598,798
School	632.047	631.025	960.507
	$1.003.087	$964.193	$1.559.305
Tax Collections as a Percentage of Taxes Levied	93.9%	91.4%	96.3%

Table No. 10

Northern Revenue Sharing Trust Account

Statement of Administrative Expenses for the Year Ended December 31, 1986

Printing and Publications	$4,338
Materials and Supplies	798
Service Agreements	2,892
Freight	80
Advertising	92
Other Fees and Services	743
	$8.943

Table No. 11

Northern Revenue Sharing Trust Account

Statement of Grants Expenditure for the Year Ended December 31, 1987

	Northern Revenue Sharing Grants	Northern Capital Grants	Northern Fire Protection Facilities Grants
Towns			
Creighton	$235,485	$323,057	-
La Ronge	301,563	289,468	-
Northern Villages			
Air Ronge	158,633	-	
Beauval	210,548	107,953	-
Buffalo Narrows	372,699	15,526	-
Cumberland House	317,973	64,607	-
Denare Beach	235,818	17,927	-
Green Lake	254,061	59,837	11,109
Ile a la Crosse	376,573	-	-
La Loche	566,246	40,169	-
Pinehouse	237,407	10,319	-
Sandy Bay	305,547	-	-
Northern Hamlets			
Cole Bay	69,721	43,511	-
Deschambault	127,320	26,958	-
Dore Lake	40,768	-	-
Jans Bay	49,415	-	-
Michel Village	45,776	2,514	-
Missinipe	40,493	-	27,000
Patuanak	55,460	34,892	-
Pelican Narrows	190,925	78,274	-
St. George's Hill	43,473	7,144	-
Southend	53,519	5,310	-
Stanley Mission	69,606	3,577	8,316
Timber Bay	67,528	-	-
Turnor Lake	112,521	-	-
Weyakwin	93,412	20,663	-
Wollaston Lake	102,444	22,315	24,000
Northern Settlements			
Brabant Lake	75,933	10,584	9,000
Camsell Portage	43,185	20,350	-
Descharme Lake	41,997	-	-
Garson Lake	41,957	-	-
Kinoosao	42,325	-	-
Sled Lake	40,689	-	1,510
Stony Rapids	105,259	-	-
Sturgeon Landing	41,394	-	-
Uranium City	70,060	-	-
Flin Flon Boundary Agreement	14,497	-	-
Total	$5,252,229	$1,204,955	$80,935

Northern Revenue Sharing Grants Program

Northern Revenue Sharing is a program in which the provincial government transfers part of its revenues to northern communities in the form of unconditional grants. These grants are comprised of two components: a per capita component that reflects the communities' populations: and a foundation component that raises revenues of northern municipalities to a level that allows them to provide services comparable to southern communities of equal size.

The formula also takes into consideration the higher costs of providing services in northern areas largely due to higher transportation costs. A supplementary amount is included in the foundation component to recognize costs associated with provision of water and sewer services.

Table No. 12

Northern Revenue Sharing Grants Paid

	1985-86	1986-87	1987-88
Towns	$521,406	$537,048	$537,048
Northern Villages	2,947,091	3,035,505	3,035,505
Northern Hamlets	1,029,066	1,059,938	1,162,381
Northern Settlements	587,614	605,242	502,798
Flin Flon Boundary Agreement	12,600	12,487	14,497
	$5,097,777	5,251,220	$5,252,229

Northern Capital Grants Program

The Northern Capital Grants Program is a five-year, $6.1 million program that began January 1, 1983, to assist northern municipalities with constructing and upgrading capital facilities and acquiring equipment.

Northern towns, villages hamlets and settlements are eligible to receive approximately $250 per capita over the five-year term of the program.

The grant provides up to 90 per cent of the capital costs on approved projects.

About one-third of the annual funding for the program is provided by the Consolidated Fund and the balance is drawn from the general revenues of the Northern Revenue Sharing Trust Account.

Table No. 13

Number of Projects Funded	1985-86	1986-87	1987-88
Towns	35	33	21
Northern Villages	41	26	24
Northern Hamlets	16	13	25
Northern Settlements	14	8	4
	106	80	74
Grant Payments:			
Towns	$232,522	$608,686	$364,660
Northern Villages	669,731	669,376	468,452
Northern Hamlets	191,708	76,202	37,165
	$1,195,037	$1,512,122	$1,144,620

Northern Fire Protection Facilities Program

The Northern Fire Protection Facilities Grant program terminated effective March 31, 1987. Expenditures relating to this program are however, listed in Table 11 of this report.

The Northern Revenue Sharing Trust Account operates on a calendar year fiscal period while this report is for the Province's fiscal year ended March 31, 1988. For that reason, the Northern Revenue Sharing Trust Account tables, included in this report, cover a slightly different reporting period.

The total of $80,935 in Table No. 11 in payments made under the Northern Fire Protection Facilities program were made during the period from January 1, 1987 to March 31, 1987 and were discussed in the narrative covering this program in last year's report.

Municipal Training Services

Mission Statement

To foster and promote the growth and development of strong and effective northern municipal government through education and training.

Goal: To provide education and training to all levels of northern local government and to the general public, fostering increased awareness, interest and capability in the conduct of local self-government.

As by-elections saw the emergence of newly-elected aldermen and mayors, the interest and need for education and training in local self-government remained high.

During the year, the training staff conducted 25 workshops on the provisions of **The Northern Municipalities Act,** attended by 93 local government officials.

An additional three centralized workshops were conducted with 17 local government officials attending. Topics covered include budget preparations; municipal accounting; assessment and taxation; and **The Northern Municipalities Act.**

A continued initiative this year was the use of an audio/visual presentation called "Introduction to Local Government", shown to 659 students in 27 classes in 15 northern schools.

In addition, nine articles on various municipal topics were released through the local newspaper and six radio interviews in both English and Cree were produced in conjunction with the CBC.

The branch continued to be the main source of election supplies for municipalities conducting by-elections.

Board of Examiners

The Board of Examiners (Urban) appointed under the provisions of **The Department of Urban Affairs Act,** is responsible for the issuance of certificates of qualification to clerks, treasurers, and administrators of urban municipalities, and to other persons who qualify for these offices.

The board consists of three members. One member, who serves as chairman, is appointed to serve the interests of Saskatchewan Urban Affairs. One nominee is from the Saskatchewan Urban Municipalities Association, and one nominee is from the Urban Municipal Administrators Association.

As of March 31, 1988, the members of the board were:

Keith Schneider, Chairman,
Wally L. Herman, Humboldt, representing UMAAS,
Jim Mills, Elrose, representing SUMA.

The board secretary is C. Schwindt of the Saskatchewan Assessment Appeals Board.

During the year under review, a further review was undertaken by the board with respect to issuing Class `A' certificates to assistant administrators. At the time of this report, the board had tabled the matter awaiting input from SUMA and UMAAS regarding their respective positions.

During the year under review the following transpired:

Class 'D' - 7 certificates were issued.
Class 'C' - 41 certificates were issued; 1 application denied.
Class 'A' - 7 certificates were issued; 8 applications deferred.
Superior 'A' - 2 applications were abandoned.
Administration Permits - 2 permits issued.
Audit Authorization - 3 audit authorizations were issued.

Provincial Planning Appeals Board

The Provincial Planning Appeals Board is required to hear and determine appeals in all cases made under **The Planning and Development Act, 1983,** or by Order or Regulation made under the Act, or by a bylaw passed by a council under the Act, and where provision for appeals to the board is made under any other Act.

The board may also consider and make recommendations on any matters that may be referred to it by the minister.

The members of the board are appointed by the Lieutenant- Governor-in-Council, under the provisions of **The Planning and Development Act, 1983.**

As at March 31, 1988, the members of the board were:

H.E. Wellman, Saskatoon	- Chairman
M.C. Butterfield, Swift Current	- Member
B.E. Bratt, Regina	- Member
G. Richardson, Regina	- Member
R. Pankiw, Regina	- Member
W. Prokopishin, Humboldt	- Member
Y. Wilkinson, Prince Albert	- Member
D. Culham, Regina	- Member
G.M. Claggett, Saskatoon	- Member
B. Fry	- Secretary

During the year ended March 31, 1988, the board received 41 appeals; held 14 meetings at which a total of 43 appeals were heard as follows:

Table No. 14

	Appeals Heard	Appeals Granted	Appeals Denied
Cities*	36	16	16
Towns	4	4	
Villages	1	1	
RMs	2	2	

*4 appeals - no jurisdiction

Saskatchewan Assessment Appeal Board

The Saskatchewan Assessment Appeal Board is required to hear appeals under the following acts:

- **The Northern Municipalities Act**
- **The Urban Municipality Act, 1984**
- **The Rural Municipality Act**
- **The Mineral Taxation Act**
- **The Lloydminster Charter**
- **The Education Act**
- **The Watershed Act**
- **The Conservation and Development Act**

The board is also required to adjudicate certain appeals under **The Local Improvements Act** and **The Subdivisions Act,** and to hold inquiries into complaints lodged under **The Sewage and Drainage Inquiry Act.**

During the year under review 708 appeals were received; the board heard 475 appeals in 58 municipalities as follows:

Assiniboia	Gravelbourg	Quinton
Balcarres	Hafford	Regina
Battleford	Kenaston	Riverhurst
Birch Hills	Kindersley	Rosthern
Burstall	Kuroki	Saskatoon
Canora	Leader	Sceptre
Carrot River	Leask	Shaunavon
Central Butte	Leross	Shellbrook
Codette	Lipton	Swift Current
Courval	Lloydminster	Tisdale
Craik	Macklin	Turtleford
Duck Lake	Moose Jaw	Unity
Earl Grey	Naicam	Wadena
Eatonia	North Battleford	Watson
Elfros	Paddockwood	Watrous
Englefeld	Pathlow	White Fox
Eyebrow	Pleasantdale	Wilkie
Foam Lake	Preeceville	Wynyard
Fort Qu'Appelle	Prince Albert	Yorkton
Fosston		

Of the 708 appeals received, 62 were sustained, 49 were dismissed, 102 were withdrawn, 216 were heard for which no decisions have yet been rendered, and 252 were not heard and will be carried over to the next year. Of the 252 not yet heard, 136 pertain to business appeals for which the board only hears one or two sample appeals per community as test cases. Further, approximately 40 of the appeals with no decisions filed or not heard, pertain to outstanding stated cases before the Court of Appeal.

Included in the 708 appeals were ten sewage drainage complaints. Four of these have been heard by the board but no report and recommendations has yet been filed. The remainder are yet to be heard.